



**National Security
Personnel System**



Compensation Workbench Application user guide

Mock Pay Pool Version - April 2007

User Guide

National Security Personnel System (NSPS)

Compensation Workbench - 2007 Mock Pay Pool Version

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About this Guide

What is the Compensation Workbench?

The Compensation Workbench (CWB) is a tool used by NSPS organizations to facilitate their sub-pay pool and pay pool panel meetings. It is a spreadsheet similar to the one used during the pay pool panel training and mock pay pool exercises. It contains all the functionality needed to conduct an effective pay pool. Specific functionality includes the ability to:

- Set a pay pool budget
- Assign and reconcile ratings, shares, and payout distributions
- Assign and enforce control points
- Prorate salary increase and bonus amounts
- Distribute OAR and EPI salary increases and bonuses
- Determine a final share value
- Reconcile your distribution of salary increases and bonuses with your pay pool budget
- Generate a summary of rating, share, and payout distribution for each pay pool member (disabled for mocks)

Who Should Use this Guide?

This guide is for pay pool administrators, pay pool managers, pay pool panel members, performance review authorities, sub-pay pool managers, and sub-pay pool panel members who are responsible for using the CWB during their organization's pay pool panel process.

It is also intended for HR practitioners who support NSPS organizations.

How is the Guide Structured?

This guide is structured into two sections:

- **Using the Application**– this section walks you through the features of the application and explains how to use it during your sub-pay pool and pay pool panel meetings. In addition, this section explains the process of getting pay pool data into the application, handling mistakes in personnel data, and uploading the pay pool panel results into DCPDS.
- **Relationship with Other Applications and Tools** – this section describes the spreadsheet's relationship with the Performance Appraisal Application (PAA), Manage Pay Pool ID (MPPID) Application, and the Share Estimation Tool (SET).

Introduction

Organizations will use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool called the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service. Both employees and supervisors use the PAA to create and maintain their performance plans. Supervisors (rating officials) also use it to enter their performance ratings. All NSPS employees are responsible for maintaining their performance plans in the PAA so that rating officials can enter job objective ratings and a recommended rating of record can be calculated properly. Use of the PAA is optional for the mock pay pool process. Employees will not be able to see the rating official's assessment or recommended ratings at any time. Any ratings entered for purposes of the mock in the PAA will be purged on August 15, 2007.

The second application is the Compensation Workbench (CWB). The CWB imports a data file from DCPDS containing pay pool employees' personnel information as of the date it is downloaded, (e.g., name, employee ID, pay pool ID, occupational series, pay band, etc.), as well as recommended average ratings and ratings of record from the PAA. The pay pool panel will then use CWB to reconcile performance ratings, shares, and payout distributions. The results of this reconciliation process will then be uploaded into DCPDS. This information will then be used to create the pay transactions that will be effective the first full pay period in January 2009. This downloading and uploading process will be accomplished via a special DCPDS interface accessible by designated HR practitioners, pay pool managers, or pay pool administrators. The complete process is summarized in the graphic below. The upload feature is disabled in the mock version of the CWB.

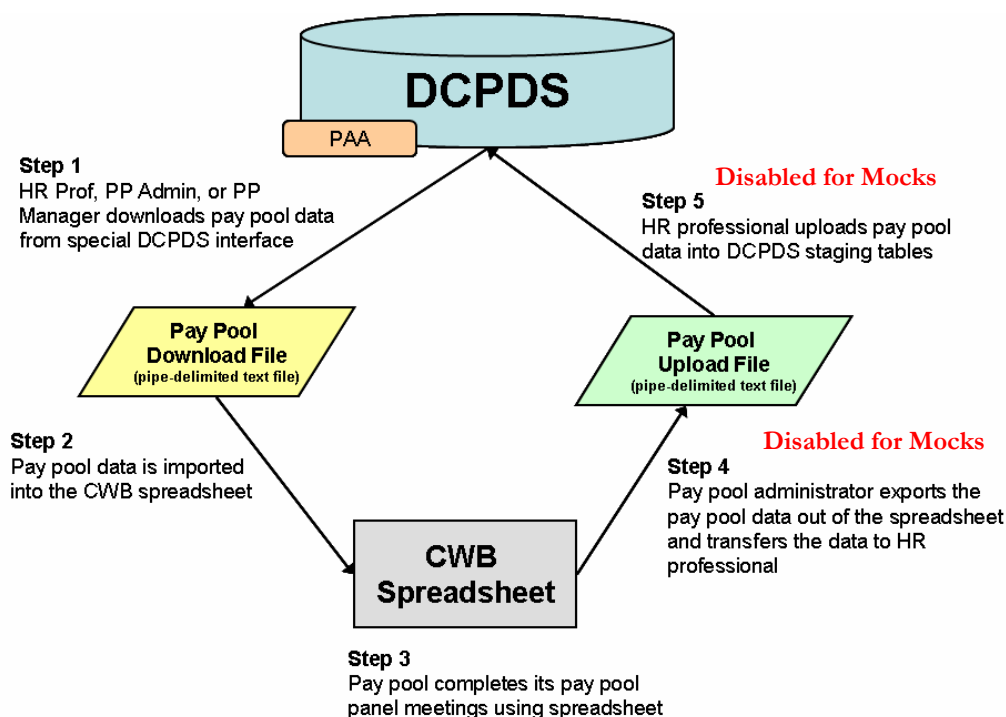








Figure 1 - Data Upload and Download Process





Using the Application





Overview

The CWB contains eight worksheets and nearly 50 macros that provide the application with advanced functionality. Each worksheet is described in detail in this guide. A custom toolbar appears at the top of each worksheet. The 14 custom buttons are described in the table below. Except for Import and Export, all the buttons are only used in the **Pay Pool Panel** worksheet.



Toolbar Item	Description
	Import Use import to load a data file into the workbook.
	Export Use export to create a data file for uploading the results to DCPDS.
	Hide Column The user may hide columns from view by selecting any cell in the columns to be hidden and then hitting this button. Single columns are selected from any cell in the column. Multiple columns are selected by holding down the <Ctrl> key while selecting any cells in the columns. A range of columns is hidden by selecting and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden.
	Unhide Column Selecting this button will unhide columns you have just hidden <i>as long as you have not moved the cursor</i> . You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then hitting this button.
	Unhide All Columns This button restores to view <u>all</u> hidden columns.
	Hide Row The user may hide rows from view by selecting any cell in the row or rows to be hidden and then hitting this button. A

Toolbar Item	Description
	<p>single row is selected from any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while highlighting any cells in the rows. A range of rows is selected from any column of cells, then dragging them up or down.</p>
	<p>Unhide Row</p> <p>Selecting this button will unhide rows you have just hidden <i>as long as you have not moved the cursor</i>. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then hitting this button.</p>
	<p>Unhide All Rows</p> <p>This button restores to view <u>all</u> hidden rows.</p>
	<p>Clear All Filters</p> <p>Each column heading contains a filter arrow for the column. Selecting on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display could be limited to only YA-3 employees by filtering on “YA” in column G and “3” in column H. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting “All” under the filter choices. Blanks and Non-Blanks may also be used for filtering. For example, to identify employees who do not yet have shares assigned, select “Blanks” in the filter for the shares column. The “Top 10” choice displays the ten highest values in a column – it can only be used with numerical data. The “Custom” choice allows the user to design more complex filter criteria.</p> <p>The Clear All Filters button clears all filters you have set, including filters on worksheets other than the one you are currently on. You cannot import data into the workbook with filters set, so any time you select the “Import” link on the custom toolbar, all filters are automatically cleared.</p>
	<p>Sort</p> <p>Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function. Make sure to note the letters of the columns you want to sort on, because the column</p>

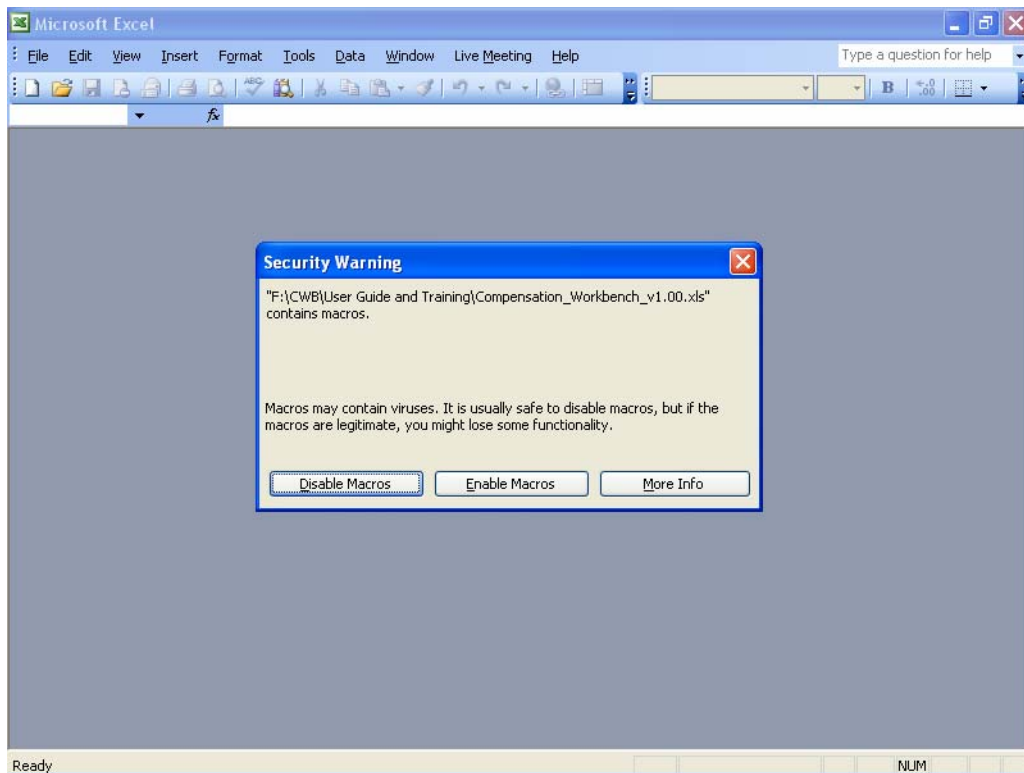
Toolbar Item	Description
	headings cannot be included in the sort range.
	Validate Checks the internal consistency of data entered in the worksheet and circles inconsistent entries in red. For example, a share assignment outside the range allowed for a given rating. You cannot run validation while rows or columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and rows and clear all filters before running the validation macro.
	Clear Circles After selecting on the “Validate” button and correcting any highlighted inconsistencies, this button removes all red circles.
	Delete Row Removes a row (employee) from the spreadsheet.
	Highlight This button allows you to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells again, select the highlight button, and choose the white background.

Where do I get CWB?

The CWB is available on the NSPS Readiness Tool (<https://macbeth.cpms.osd.mil>). It can be found in the Document Library in the IT and Data Systems folder.

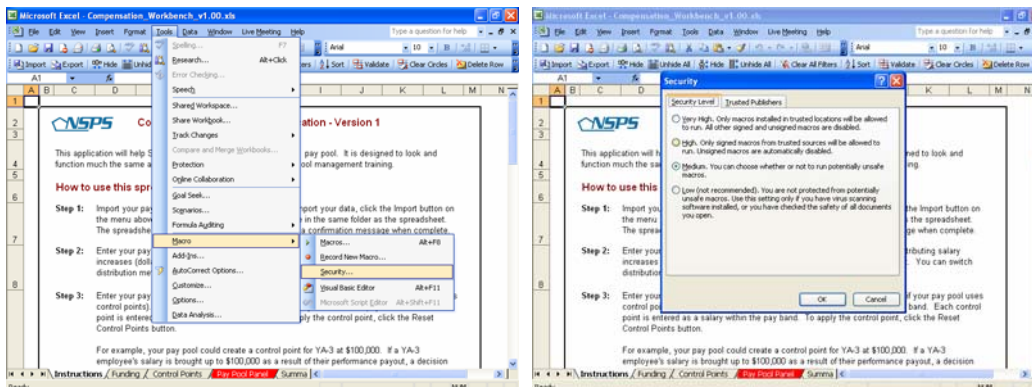
Opening the Spreadsheet and Enabling Macros

Each time you open the spreadsheet, the macros inside must be enabled for the spreadsheet to operate properly. In most cases, when you open the spreadsheet you will receive a security warning like the one that appears in the screen shot on the next page. To enable the macros, simply select Enable Macros, and the spreadsheet will open and operate normally.



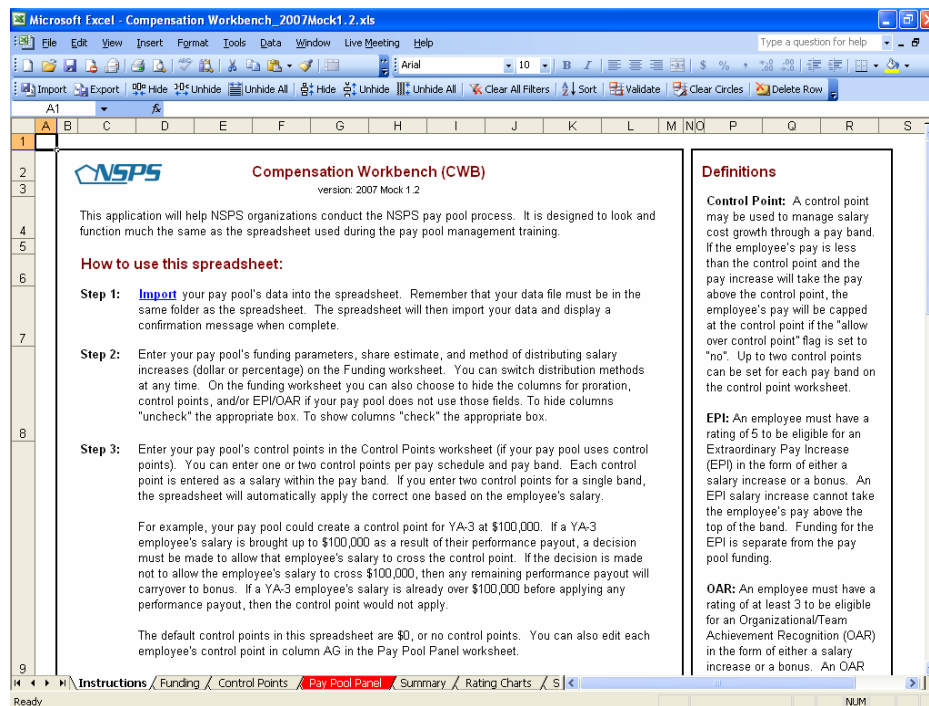
If the security setting in Excel is set to either High or Very High, Excel automatically disables the macros in the spreadsheet. You can recognize this because 1) you are not prompted to enable the macros in the spreadsheet, and 2) the spreadsheet is not operating properly (e.g., links are non-responsive, the tool-bar does not appear). If this occurs, do the following:

- Open Excel
- From the Tools Menu, select Macro → Security
- Change the security level to Medium
- Close Excel
- Reopen the spreadsheet
- Select Enable Macros when prompted



Instructions Worksheet

The **Instructions Worksheet** contains step-by-step instructions on the use of the application.



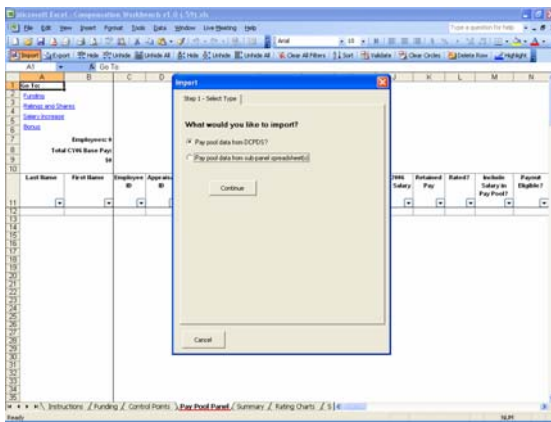
Importing Data into the Spreadsheet

Data can be imported from the DCPDS data file and other pay pool spreadsheets. How you do your import depends on whether or not you have sub-pay pools, and whether or not you want to create separate spreadsheets for each of those sub-pools.

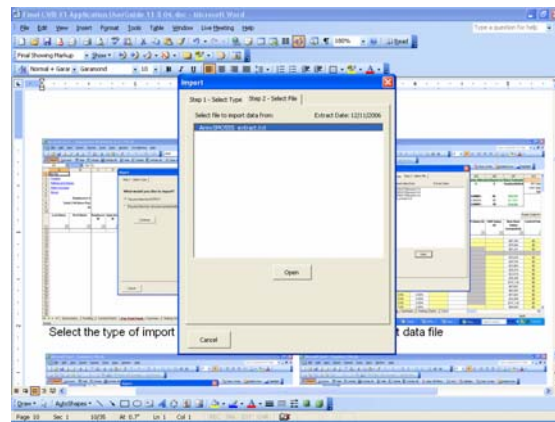
(1) Single Spreadsheet Import

If you only need a single spreadsheet to conduct your pay pool panel process – meaning you do not have any sub-pools or you do not want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

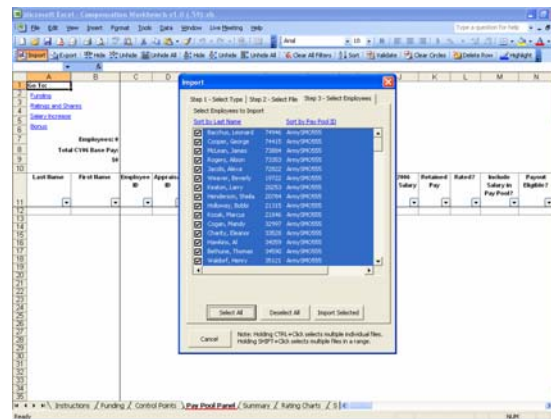
1. Open the spreadsheet, and select *Enable Macros*.
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from DCPDS* then select *continue*.
4. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open*.
5. Select the employees you want to import (most likely all employees if this is your first import), and select the *import selected*.
6. The spreadsheet will then import the selected employees.
7. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*



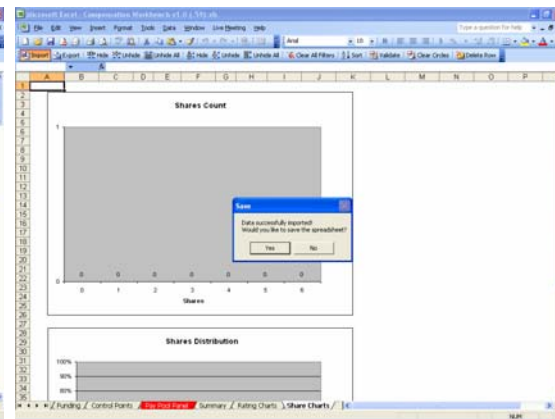
Select the type of import



Select your import data file



Select the employees you want to import



Save the spreadsheet

(2) Multiple Spreadsheets Import

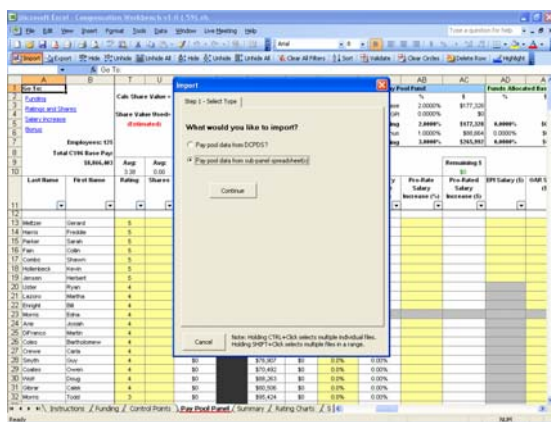
If you are using multiple spreadsheets to conduct your pay pool panel process – meaning you have sub-pools and want to create different spreadsheets for your sub-pools – the import process is conducted as follows:

To populate each sub-pool spreadsheet:

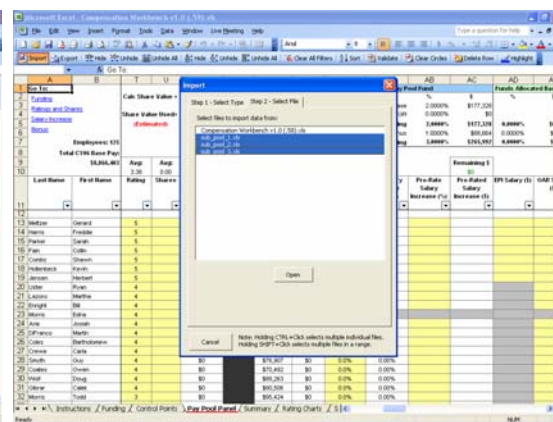
1. Open a spreadsheet, and select *Enable Macros*.
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from DCPDS* then *continue*.
4. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open*.
5. Select the employees you want to import (only the employees in that sub-pool), and select the *import selected*.
6. The spreadsheet will then import the selected employees.
7. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*
8. Repeat the process with a new spreadsheet for each additional sub-pool. It is recommended that you name each of your sub-pool spreadsheet files meaningfully, to include the name/number of each sub-pool and the date.

To combine each sub-pool spreadsheet to create an entire pay pool:

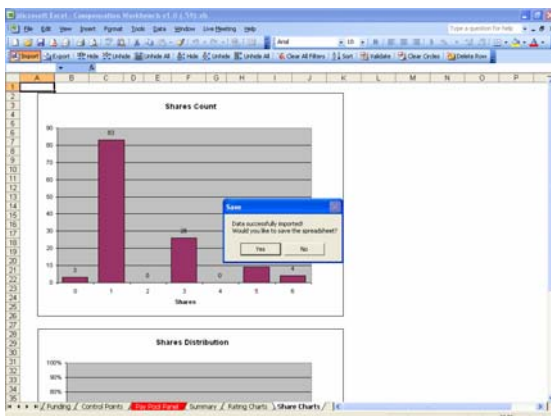
1. Open a new spreadsheet, and select *Enable Macros*.
2. Select the **Import** button on the custom menu bar.
3. In Step 1 of the import form, select *pay pool data from sub-panel spreadsheet(s)*, then select *continue*.
4. Select the names of the sub-pool spreadsheet file(s) you want to import (the spreadsheets must be same folder on your computer as the new spreadsheet), and select *open*.
5. The spreadsheet will then import the employees.
6. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*



Select the type of import



Select your sub-pool spreadsheets

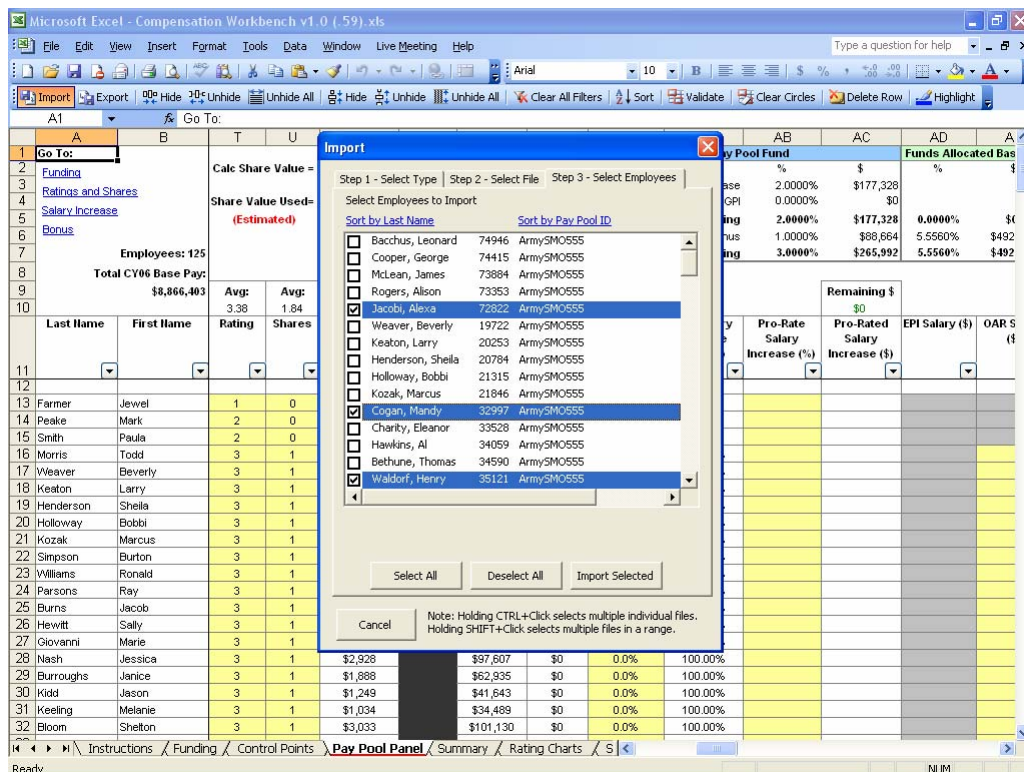


Save the spreadsheet

If you discover a mistake in the personnel data (pay band, occupational series, etc.) or need to add an employee that was not included in your original download, do the following:

1. Get the updated download file sent to you by your HR practitioner.
2. Open the spreadsheet, and select *Enable Macros*.
3. Select the **Import** button on the custom menu bar.

4. In Step 1 of the import form, select *pay pool data from DCPDS* then select *continue*.
5. Select the name of the file you want to import (it must be same folder on your computer as the spreadsheet itself), and select *open*.
6. Select ONLY those employee(s) you need to add or correct (most likely all employees if this is your first import), and select the *import selected*.
IMPORTANT – if the employee is already in the spreadsheet, when you re-import their data you will lose any rating, shares, and payout information that has been entered so far. Therefore, please record that information before you import.
7. The spreadsheet will then import the selected employees.
8. Select "Yes" when you receive a confirmation saying *Data successfully imported. Would you like to save the spreadsheet?*



Funding Worksheet

The **Funding Worksheet** is used to enter pay pool funding levels, enter a share estimate, select a share value used in the pay pool calculations, and select the method to assign the salary increase portion of the performance payout.

Pay Pool Funding Elements

Enter your pay pool's percentage funding levels in each of the yellow cells corresponding to each of the funding elements.

Microsoft Excel - Compensation Workbench_2007Mock1.2.xls

File Edit View Insert Format Tools Data Window Live Meeting Help

2%

Pay Pool Fund \$ = Pay Pool Fund % * Total Base Salary
 = 3.000% * \$8,866,403
 = \$265,992

Go To:
[Instructions](#)
[Control Points](#)
[Pay Pool Panel](#)

Pay Pool Funding Elements:

	%	\$
Pay Pool Fund = Salary Increase (Element 1)	2.0000%	\$177,328
+ Remaining GPI (Element 2)	0.0000%	\$0
Total Salary Fund	2.0000%	\$177,328
+ Bonus (Element 3)	1.0000%	\$88,664
Pay Pool Fund	3.0000%	\$265,992

Select Share Value:

☐ Estimated 2.0000%
☒ Calculated 1.1358%
☐ Final 0.0000%

Assign Salary Increase:

☐ Dollar Amount ☒ Percentage

Instructions Funding Control Points **Pay Pool Panel** Summary Rating Charts S

Ready NUM

Enter and Select a Share Value

You can select which share value is used in the spreadsheet at any time. The share value estimate is entered in the yellow cell next to **Estimated**, and a final share value is entered next to **Final**. The **Calculated** share value will automatically be calculated in the CWB. Using the calculated share value will ensure the pay pool allocates its entire pay pool budget.

Select Share Value:

☒ Estimated 1.8000%
☐ Calculated 0.0000%
☐ Final 2.0000%

Both the calculated share value and the share value currently used to calculate the employees' performance payouts are displayed in cells V2 and V4 respectively in the **Pay Pool Panel** worksheet.

Assign Salary Increase Method

You can distribute the performance salary increases as either a dollar amount or a percentage of the performance payout. You can change between methods at any time. When you select **Dollar Amount**, the Salary Increase (\$) column in the spreadsheet turns yellow, indicating you can edit the values in that column. When you select **Percentage**, the Salary Increase Split (%) column turns yellow, indicating you can edit the values in that column.

33

34

35

36

37

Assign Salary Increase:

☐ Dollar Amount
☒ Percentage

...

Salary Increase

W	X	Y	Z
Salary Increase			Increase Remaining GPI Funding Bonus Pool Funding
	CY2006 Base Salary	Salary Increase (\$)	Salary Increase Split (%)
	\$81,960	\$2,951	30.0%
	\$76,904	\$8,305	90.0%
	\$83,486	\$2,004	20.0%
	\$85,743	\$8,231	80.0%
	\$27,423	\$1,689	77.0%
	\$68,419	\$4,378	80.0%
	\$87,423	\$5,594	80.0%
	\$42,079	\$2,693	80.0%
	\$80,496	\$3,863	80.0%
	\$38,496	\$1,155	50.0%
	\$93,479	\$1,870	50.0%
	\$42,633	\$1,364	80.0%
	\$90,847	\$3,633	100.0%
	\$36,624	\$1,171	80.0%
	\$76,907	\$2,461	80.0%
	\$70,492	\$1,550	55.0%
	\$88,263	\$2,824	80.0%
	\$80,506	\$2,576	80.0%
\$95,424	\$3,816	100.0%	

ay Pool Panel / Summary / Rating Charts /

Salary Increase

W	X	Y	Z
Salary Increase			Increase Remaining GPI Funding Bonus Pool Funding
	CY2006 Base Salary	Salary Increase (\$)	Salary Increase Split (%)
	\$81,960	\$2,951	30.0%
	\$76,904	\$8,305	90.0%
	\$83,486	\$2,004	20.0%
	\$85,743	\$8,231	80.0%
	\$27,423	\$1,689	77.0%
	\$68,419	\$4,378	80.0%
	\$87,423	\$5,594	80.0%
	\$42,079	\$2,693	80.0%
	\$80,496	\$3,863	80.0%
	\$38,496	\$1,155	50.0%
	\$93,479	\$1,870	50.0%
	\$42,633	\$1,364	80.0%
	\$90,847	\$3,633	100.0%
	\$36,624	\$1,171	80.0%
	\$76,907	\$2,461	80.0%
	\$70,492	\$1,550	55.0%
	\$88,263	\$2,824	80.0%
	\$80,506	\$2,576	80.0%
\$95,424	\$3,816	100.0%	

ay Pool Panel / Summary / Rating Charts /

OR

Distribute by Percentage

Distribute by Dollar Amount

Automatically Hiding Sections of the Pay Pool Panel Worksheet

You can automatically hide some of the lesser used sections of the **pay pool panel** worksheet from the **funding** worksheet. To hide proration, control points, and/or the EPI/OAR sections, uncheck the appropriate checkbox. When you uncheck a box, the corresponding columns in the **pay pool panel** worksheet are hidden. A warning message will confirm that you want to continue and remind you that any data contained in the sections to be hidden will be deleted. To unhide columns, re-check the appropriate checkbox.

Microsoft Excel - Compensation Workbench_2007Mock1.2.xls

File Edit View Insert Format Tools Data Window Live Meeting Help

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort Validate Clear Cn

A1

Pay Pool Fund \$ = Pay Pool Fund % * Total Base Salary

= 3.000% * \$0

= \$0

Go To: [Instructions](#) [Control Points](#) [Pay Pool Panel](#)

Pay Pool Funding Elements:

	%	\$
Pay Pool Fund = Salary Increase (Element 1)	2.0000%	\$0
+ Remaining GPI (Element 2)	0.0000%	\$0
Total Salary Fund	2.0000%	\$0
+ Bonus (Element 3)	1.0000%	\$0
Pay Pool Fund	3.0000%	\$0

Control Point Worksheet

The **Control Point Worksheet** allows you to set two control points per pay schedule and pay band and then apply those control points across a pay pool. Enter the desired control point(s) in the yellow cells corresponding to the pay schedules and pay bands (you don't have to enter control points for every pay band). If you only have one control point for a band, use the first control point column. If you enter two control points, the second control point must be larger than the first. This will apply the appropriate control point for each employee in the pay pool based on their pay schedule and pay band. If the pay bands don't have control points, the control point column for those employees will be blank.

If you use control points, it is advised that you set the value of column AI (Allow Over Control Point?) to "No" as a default. This will enable the Max Salary Increase Split (%) to key on the control point. Control points can be assigned to individual employees on the **Pay Pool Panel** worksheet. This will overwrite a control point set by the **Control Point** worksheet. To reassign a control point from the **Control Point** worksheet, use the Reset Control Points button on the **Pay Pool Panel** worksheet. The Reset Control Points button will replace any individual control points you may have set in the **Pay Pool Panel** worksheet.

	A	B	C	D	E
1	Pay Schedule	Minimum	Maximum	Control Point One	Control Point Two
2	YA1	\$25,623	\$61,068		
3	YA2	\$38,824	\$87,039		
4	YA3	\$75,879	\$127,031	\$90,000	\$110,000
5	YB1	\$16,630	\$37,130		
6	YB2	\$31,740	\$55,580		
7	YB3	\$46,974	\$73,194	\$60,000	
8	YC1	\$31,740	\$61,068		
9	YC2	\$56,301	\$107,991		
10	YC3	\$79,115	\$127,031	\$90,000	\$110,000
11	YD1	\$25,623	\$61,068		
12	YD2	\$38,824	\$87,039		
13	YD3	\$75,879	\$127,031	\$90,000	\$110,000
14	YE1	\$16,630	\$37,130		
15	YE2	\$31,740	\$55,580		
16	YE3	\$46,974	\$73,194		
17	YE4	\$63,809	\$87,039		
18	YF1	\$31,740	\$61,068		
19	YF2	\$56,301	\$107,991	\$75,000	
20	YF3	\$75,879	\$127,031		
21	YG2	\$86,445	\$175,000		
22	YG3	\$111,870	\$225,000		
23	YH1	\$25,623	\$61,068		
24	YH2	\$38,824	\$102,848		
25	YH3	\$75,879	\$127,031		
26	YI1	\$16,630	\$37,130		
27	YI2	\$31,740	\$55,580		
28	YI3	\$46,974	\$73,194		
29	YJ1	\$31,740	\$61,068		
30	YJ2	\$56,301	\$107,991		
31	YJ3	\$79,115	\$127,031		
32	YJ4	\$101,700	\$200,000		
33	YK1	\$25,623	\$61,068		
34	YK2	\$38,824	\$87,039		
35	YK3	\$75,879	\$127,031		

AF	AG	AH	AI	
Pay Pool Fund				
Base Salary Increase	2.0000%	\$177,328		
Remaining GPI	0.0000%	\$0		
Total Salary Funding	2.0000%	\$177,328		1.91
Bonus	1.0000%	\$88,664		1.02
Total Pay Pool Funding	3.0000%	\$265,992		2.93

New Base Salary (computed)	Control Point	Hit Control Point?	Allow Over Control Point?	Max Base
\$78,039	\$0	No		\$87
\$34,165	\$0	No		\$55
\$100,025	\$110,000	No	No	\$12
\$38,811	\$0	No	Yes	\$55
\$45,474	\$0	No	No	\$87
\$78,039	\$0	No		\$87
\$97,725	\$110,000	No	No	\$12
\$42,674	\$0	No		\$61
\$94,342	\$110,000	No	No	\$12
\$47,419	\$0	No		\$87
\$68,486	\$0	No		\$87
\$115,404	\$0	No		\$12
\$37,047	\$0	No		\$61
\$102,623	\$110,000	No	No	\$12
\$96,721	\$110,000	No	No	\$12
\$91,223	\$90,000	Yes	No	\$12
\$22,851	\$0	No		\$37
\$64,221	\$0	No		\$87
\$51,764	\$0	No		\$87
\$68,980	\$0	No		\$87

Pay Pool Panel Worksheet

The **Pay Pool Panel Worksheet** has 59 columns. Yellow cells can be edited but white cells are protected and cannot be changed. The spreadsheet information flows left to right.¹ Unused columns can be hidden using the hide feature in the custom menu bar.

Eligibility and Specially Situated Employees (Modal Ratings)

You can select from three types of eligibility that are offered for each employee. The first is whether an employee is eligible for a performance rating. Although most of the employees in your pay pool will be eligible for a rating, some employees may not be eligible. For example, an employee who was hired from outside DoD into an NSPS organization on September 20, 2007, would not be eligible for a rating. When employees are not eligible to be rated, the value in column L (Rated?) should be changed to “No.”

The second type of eligibility is whether an employee’s salary is included in the pay pool. There may be special circumstances when an employee’s salary should not be included in the pay pool. In these cases, the value in column M (Include Salary in Pay Pool?) should be changed to “No.”

¹ Working from right to left can cause problems in the spreadsheet. For example, changing a rating after the number of shares has been set causes a mismatch. Avoid working from right to left and use the validate function on the tool bar often to check for mismatches.

The final type of eligibility is whether an employee is eligible to receive a performance payout. Most employees who are eligible for a rating are also eligible for a performance payout, but there are some special circumstances when this is not the case. For example, an employee who retires after the end of the appraisal period, but before the payout would not be eligible to receive a payout. In such situations, the value in column N (Payout Eligible?) should be changed to “No.”

Modal ratings and payouts are not part of the functionality provided in CWB. Therefore, specially situated employees who receive a modal rating and payout, as defined in DoD NSPS Implementing Issuances (SC 1940 Appendix 1), should not be included in the spreadsheet and must be handled manually.

Ratings

The data downloaded from DPCDS will include both an average score and a recommended rating of record. This information is populated into columns S and T respectively. The average score is provided for information only and has no formulaic relationship to the rating *in the spreadsheet*. If a rating is changed, the average score will NOT automatically change. Only ratings of 1, 2, 3, 4, or 5 may be entered into column T.

Shares

The number of shares an employee receives is contained in column U. The share range available for each employee corresponds to the rating for that employee (column T). For example, if an employee receives a rating of 3, only 1 or 2 shares can be assigned.

Payout Distribution

Payout distribution, or the payout split between base salary increase and bonus, is controlled by the base salary increase amount entered into columns Y and Z. Once a salary increase amount is calculated, the remainder of the performance payout is automatically distributed as bonus. The amount of salary increase can either be entered as a dollar amount or as a percentage of the performance payout. You can choose which method on the **Funding** worksheet. By default, 100% of the payout split goes to bonus.

Proration

Performance salary increases and bonuses can be prorated. By entering a proration percentage in column AB, the employee’s salary increase will be prorated by that percentage. The resulting salary increase is displayed in column AC. When a percentage is entered into AX, the employee’s bonus is prorated by that percentage. The resulting bonus is displayed in column AY.

The salary increase and bonus funds that are prorated cannot be redistributed to the pay pool.

EPI and OAR

Extraordinary Pay Increases (EPI) and Organizational/Team Achievement Recognition (OAR) in the form of base salary increases and/or bonuses can be

distributed in the spreadsheet using columns AD, AE, AZ, and BA. The aggregate amounts distributed in the form of EPIs and OARs are calculated and displayed at the top of the spreadsheet between columns AG and AJ. Funds used for EPI and OAR are not part of the pay pool funds. Employees must have a rating of 5 to be eligible for an EPI, and a rating of 3 to be eligible for an OAR.

Validating Data

One of the most important features of the spreadsheet is the **Validate** button contained in the custom menu bar. When you select the validate button, the data is checked and problems are circled in red. The validate feature checks for such errors as rating and share mismatch, and missing share values. A red marker appears over each column where an error occurs. When you correct the problem and validate again, the circle and marker disappear. **You should validate your data often!**

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File Edit View Insert Format Tools Data Window Live Meeting Help

Go To: A1

Calc Share Value = 5.8020%

Share Value Used= 1.8000%

(Estimated)

Salary Increase

Employees: 125

Total CY06 Base Pay: \$8,866,403

Invalid Cells Found

Invalid

Avg: 3.38

Avg: 3.00

Balance: \$183,482

Last Name	First Name	Wildcard 2	Average Score	Rating	Shares	Performance Payout (\$)	CY2006 Base Salary	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)
Adams	Jeremiah		3.50	3	6	\$8,305	\$76,904	\$0	0.0%	100.00%	
Adkins	Shane		4.00	4	4	\$2,406	\$33,425	\$0	0.0%	100.00%	
Agila	Thomas		3.50	3	2	\$3,520	\$97,804	\$0	0.0%	100.00%	
Allen	Harold		3.50	3	2	\$0	\$38,247	\$0	0.0%	0.00%	
Amaya	Cynthia		3.00	3	2	\$1,613	\$44,813	\$0	0.0%	100.00%	
Anderton	Michael		3.00	3	2	\$2,768	\$76,904	\$0	0.0%	100.00%	
Arie	Josiah		4.25	4	3	\$5,047	\$93,479	\$0	0.0%	100.00%	
Avery	Frank		4.75	5	6	\$4,413	\$40,864	\$0	0.0%	100.00%	
Bacchus	Leonard		3.25	3	2	\$3,371	\$93,651	\$0	0.0%	100.00%	
Barton	Teri		3.00	3	2	\$1,682	\$46,729	\$0	0.0%	100.00%	
Bearly	Janet		3.00	3	2	\$2,410	\$66,965	\$0	0.0%	100.00%	
Bethune	Thomas		4.00	4	4	\$8,129	\$112,903	\$0	0.0%	100.00%	
Blakenship	Will		3.00	3	2	\$1,314	\$36,508	\$0	0.0%	100.00%	
Bloom	Shelton		3.00	3	2	\$3,640	\$101,130	\$0	0.0%	100.00%	
Bradshaw	Mason		3.00	3	2	\$3,408	\$94,678	\$0	0.0%	100.00%	
Brown	Darlene		5.00	5	6	\$9,434	\$87,354	\$0	0.0%	100.00%	
Burns	Jacob		3.00	3	2	\$910	\$22,519	\$0	0.0%	100.00%	
Burroughs	Janice		3.00	3	2	\$2,265	\$62,935	\$0	0.0%	100.00%	
Carter	Marie		3.75	4	4	\$3,646	\$50,643	\$0	0.0%	100.00%	
Casey	Jeff		3.00	3	2	\$2,465	\$68,475	\$0	0.0%	100.00%	

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Ready

NUM

Determining a Final Share Value

Once every employee has received a rating and share assignment, a final share value can be determined. In the screen shot below, you can see that this pay pool estimated their share value to be 1.8000% and the calculated share value turned out to be 1.5254%. You can also see that this pay pool has over spent its budget by about \$46,000 because the share estimate was greater than the calculated share value.

Last Name	First Name	Wildcard 2	Average Score	Rating	Shares	Performance Payout (\$)	CY2006 Base Salary	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)
Farmer	Jewel		1.00	1	0	\$0	\$40,994	\$0	0.0%	0.00%	
Peake	Mark		2.00	2	0	\$0	\$43,201	\$0	0.0%	0.00%	
Smith	Paula		2.00	2	0	\$0	\$31,922	\$0	0.0%	0.00%	
Adams	Jeremiah		3.50	3	2	\$2,768	\$76,904	\$0	0.0%	100.00%	
Agila	Thomas		3.50	3	2	\$3,520	\$97,804	\$0	0.0%	100.00%	
Allen	Harold		3.50	3	2	\$1,376	\$38,247	\$0	0.0%	100.00%	
Amaya	Cynthia		3.00	3	2	\$1,613	\$44,813	\$0	0.0%	100.00%	
Anderton	Michael		3.00	3	2	\$2,768	\$76,904	\$0	0.0%	100.00%	
Bacchus	Leonard		3.25	3	2	\$3,371	\$93,651	\$0	0.0%	100.00%	
Barton	Teri		3.00	3	2	\$1,682	\$46,729	\$0	0.0%	100.00%	
Bearly	Janet		3.00	3	2	\$2,410	\$66,965	\$0	0.0%	100.00%	
Blakenship	Will		3.00	3	2	\$1,314	\$36,506	\$0	0.0%	100.00%	
Bloom	Shelton		3.00	3	2	\$3,640	\$101,130	\$0	0.0%	100.00%	
Bradshaw	Mason		3.00	3	2	\$3,408	\$94,678	\$0	0.0%	100.00%	
Burns	Jacob		3.00	3	2	\$810	\$22,519	\$0	0.0%	100.00%	
Burroughs	Janice		3.00	3	2	\$2,265	\$62,935	\$0	0.0%	100.00%	
Casey	Jeff		3.00	3	2	\$2,465	\$68,475	\$0	0.0%	100.00%	
Cooper	George		3.00	3	1	\$1,542	\$85,684	\$0	0.0%	100.00%	
Crawford	Hassan		3.00	3	1	\$1,162	\$64,585	\$0	0.0%	100.00%	
Crawley	Elizabeth		3.00	3	1	\$1,384	\$76,904	\$0	0.0%	100.00%	

In order to spend its entire budget, the pay pool should calculate the performance payouts based upon the calculated share value. To do this, go to the **Funding** worksheet and switch the share value from Estimated to Calculated.

22

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Select Share Value:

☐ **Estimated**

1.8000%

☒ **Calculated**

1.5254%

☐ **Final**

2.0000%

The pay pool has spent its entire budget.

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Go To: T22 A 3

Calc Share Value = 1.5254%

Share Value Used= 1.5254%

(Estimated)

Salary Increase

Employees: 125

Total CY06 Base Pay: \$8,866,403

Avg: 3.38 Avg: 1.96 Balance: \$797

Wildcard ? Average Score Rating Shares Performance Payout (\$)

Base Salary Salary Increase (\$) Salary Increase Split (%) Max Salary Increase Split (%) Pro-Rate Salary Increase (%)

Last Name	First Name	Wildcard ?	Average Score	Rating	Shares	Performance Payout (\$)	CY2006 Base Salary	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)
Farmer	Jewel		1.00	1	0	\$0	\$40,994	\$0	0.00%	0.00%	
Peake	Mark		2.00	2	0	\$0	\$43,201	\$0	0.00%	0.00%	
Smith	Paula		2.00	2	0	\$0	\$31,822	\$0	0.00%	0.00%	
Adams	Jeremiah		3.50	3	2	\$2,346	\$76,904	\$0	0.00%	100.00%	
Agila	Thomas		3.50	3	2	\$2,983	\$97,804	\$0	0.00%	100.00%	
Allen	Harold		3.50	3	2	\$1,166	\$38,247	\$0	0.00%	100.00%	
Amaya	Cynthia		3.00	3	2	\$1,367	\$44,813	\$0	0.00%	100.00%	
Anderton	Michael		3.00	3	2	\$2,346	\$76,904	\$0	0.00%	100.00%	
Bacchus	Leonard		3.25	3	2	\$2,857	\$93,651	\$0	0.00%	100.00%	
Barton	Teri		3.00	3	2	\$1,425	\$46,729	\$0	0.00%	100.00%	
Bearly	Janet		3.00	3	2	\$2,042	\$66,965	\$0	0.00%	100.00%	
Blakenship	Will		3.00	3	2	\$1,113	\$36,508	\$0	0.00%	100.00%	
Bloom	Shelton		3.00	3	2	\$3,085	\$101,130	\$0	0.00%	100.00%	
Bradshaw	Mason		3.00	3	2	\$2,888	\$94,678	\$0	0.00%	100.00%	
Burns	Jacob		3.00	3	2	\$687	\$22,519	\$0	0.00%	100.00%	
Burroughs	Janice		3.00	3	2	\$1,920	\$62,935	\$0	0.00%	100.00%	
Casey	Jeff		3.00	3	2	\$2,089	\$68,475	\$0	0.00%	100.00%	
Cooper	George		3.00	3	1	\$1,307	\$85,684	\$0	0.00%	100.00%	
Crawford	Hassan		3.00	3	1	\$985	\$64,585	\$0	0.00%	100.00%	
Crawley	Elizabeth		3.00	3	1	\$1,173	\$76,904	\$0	0.00%	100.00%	

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Ready NUM

Reconciling Payout Distributions with Pay Pool Budget

When you use the calculated share value, it ensures that the sum of your performance payouts equals your total pay pool budget. However, it does not guarantee that the funds allocated for base salary increases stay within with your salary increase budget. In the example below, this pay pool has under spent its salary increase budget by about \$32,000. Its salary increase budget was 2.0% and it has allocated only 1.6%. To correct this situation, the pay pool must reallocate bonus to salary.

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Tools Data Window Live Meeting Help

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Z	AA	AB	AC	AD	AE	AF
Pay Pool Fund			Funds Allocated Based on Share Estimate			
	%	\$	%	\$	Surplus/Deficit	
Base Salary Increase	2.0000%	\$177,328				
Remaining GPI	0.0000%	\$0				
Total Salary Funding	2.0000%	\$177,328	1.6329%	\$144,783		\$32,545
Bonus	1.0000%	\$88,664	1.3581%	\$120,412		(\$31,748)
Total Pay Pool Funding	3.0000%	\$265,992	2.9910%	\$265,195		\$797

Pay Pool Panel Worksheet Column Descriptions

The **Pay Pool Panel Worksheet** contains 59 columns. Only columns/cells that are yellow can be modified by the user. Other cells contain data that is either populated from DCPDS or calculated in the spreadsheet. Every column has an auto filter. The table below describes the columns.

Column	Source	Description
A	DCPDS	Last Name Employee's last name.
B	DCPDS	First Name Employee's first name.
C	DCPDS	Employee ID Employee's unique identifier assigned by DCPDS.
D	DCPDS	Appraisal ID Employee's unique appraisal identifier assigned by Performance Appraisal Application.
E	DCPDS	Pay Pool ID Pay Pool's unique identifier.
F	User Input	Wildcard First of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
G	DCPDS	Pay Schedule Employee's NSPS Pay Schedule. A set of related pay bands for a specified category of employees within a career group. There are typically four pay schedules (it varies by career group): Professional/Analytical, Technician/Support, Supervisor/Manager, and Student.
H	DCPDS	Pay Band Employee's NSPS Pay Band. Pay bands combine a range of work into discrete levels. NSPS pay system establishes a pay range for each pay band, with a minimum and a maximum pay rate.
I	DCPDS	Occ Code Numeric designator that replaces the occupational

Column	Source	Description
		series established by OPM in the title 5 classification system. Each code represents a specific type of work (for example, 0110 Economist; 1410 Librarian, 0893 Chemical Engineer).
J	DCPDS	CY2007 Base Salary Employee's base salary as of the end of the rating cycle.
K	DCPDS	Retained Pay A "Yes" in this column indicates the employee's base salary is greater than the maximum for their pay band. The employee is not eligible for performance, EPI, or OAR <u>salary</u> increases, but may receive bonuses.
L	User Input	Rated? Enables the user to select whether or not an employee should be rated. The default value is "Yes."
M	User Input	Include Salary in Pay Pool? A "No" in this column removes an employee's salary from the pay pool. The default value is "Yes."
N	User Input	Payout Eligible? A "No" in this column makes an employee ineligible for a performance payout, EPI, or OAR. The default value is "Yes."
O	DCPDS	Rating Official Name of the rating official that issued the employee's recommended rating of record in the Performance Appraisal Application. A Rating Official is a management representative, usually the immediate supervisor, who is approved by the pay pool manager to evaluate and assess employee performance and recommend a rating of record for review by the pay pool panel.

Column	Source	Description												
P	DCPDS	Sub-Panel Manager Name of the sub-panel manager who oversees the sub-panel to which the employee belongs.												
Q	n/a	Ratings and Shares Marks the beginning of the ratings and shares section of the spreadsheet.												
R	User Input	Wildcard 2 Second of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.												
S	User Input	Average Score The average of the employee’s adjusted objective ratings. This value is carried to two decimal places (e.g., 3.75).												
T	User Input	Rating (Rating of Record) The rounded average of the adjusted ratings for each objective (see rounding rules below). Rounding Rules for the Rating of Record: If the average score is greater than x.50, then the rating of record is calculated by rounding up to the next whole number. If the average score is less than or equal to x.50, then the rating of record is calculated by rounding down to the whole number. <table><tr><th><u>Rating of Record</u></th><th><u>Rating of Record Descriptor</u></th></tr><tr><td>5</td><td>Role Model</td></tr><tr><td>4</td><td>Exceeds Expectations</td></tr><tr><td>3</td><td>Valued Performer</td></tr><tr><td>2</td><td>Fair</td></tr><tr><td>1</td><td>Unacceptable</td></tr></table>	<u>Rating of Record</u>	<u>Rating of Record Descriptor</u>	5	Role Model	4	Exceeds Expectations	3	Valued Performer	2	Fair	1	Unacceptable
<u>Rating of Record</u>	<u>Rating of Record Descriptor</u>													
5	Role Model													
4	Exceeds Expectations													
3	Valued Performer													
2	Fair													
1	Unacceptable													
U	User Input	Shares <table><tr><th><u>Rating of Record</u></th><th><u>Share Range Available for Assignment</u></th></tr></table>	<u>Rating of Record</u>	<u>Share Range Available for Assignment</u>										
<u>Rating of Record</u>	<u>Share Range Available for Assignment</u>													

Column	Source	Description
		5 5 or 6 4 3 or 4 3 1 or 2 2 0 1 0
V	Calculated	Performance Payout \$ An employee's performance payout is calculated by multiplying the employee's base salary at the end of the appraisal period (column J or pay band max if on retained pay) by the number of shares earned by the employee (column U) by the share value (cell V4).
W	n/a	Salary Increase Marks the beginning of the salary increase section of the spreadsheet.
X	DCPDS	CY2007 Base Salary Employee's base salary as of the end of the rating cycle.
Y	User Input	Salary Increase (\$) The performance salary increase dollar amount. This value must be between 0 and the performance payout amount. Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the Funding worksheet to switch between the two methods.
Z	User Input	Salary Increase Split (%) The percentage of the performance payout distributed as salary increase. <i>See Max Salary Increase Split (%) below.</i> Salary increase split can either be distributed as a dollar amount or as a percentage of the performance payout. A toggle switch is provided on the Funding worksheet to switch between the two methods.
AA	Calculated	Max Salary Increase Split (%) Maximum salary increase percentage the employee can receive based on a control point or pay band

Column	Source	Description
		maximum.
		If a control point is entered for the employee, and the Allow Over Control Point (column AI) is “No,” then Max Salary Increase Split (%) is based on the control point.
		If a control point is entered for the employee, and the Allow Over Control Point (column AI) is “Yes,” then Max Salary Increase Split (%) is based on the Max for Pay Band.
AB	User Input	Pro-Rate Salary Increase (%) The percentage by which the employee’s performance salary increase is pro-rated.
AC	Calculated	Pro-Rated Salary Increase (\$) The resulting pro-rated salary increase amount. For example, if an employee’s salary increase was \$2,000, and the pro-ration percent was 50%, then the pro-rated salary increase would be \$1,000.
AD	User Input	EPI Salary (\$) The dollar amount of the extraordinary pay increase (EPI) salary increase. This amount is limited by control points and/or the maximum for a pay band. Employees must have a rating of 5 to be eligible for an EPI.
AE	User Input	OAR Salary (\$) The dollar amount of the Organizational/Team Achievement Recognition (OAR) salary increase. This amount is limited by control points and/or the maximum for a pay band. Employees must have a rating of 3 or greater to be eligible for an OAR.
AF	Calculated	New Base Salary (Computed) The employee’s new base salary after adding in the performance salary increase, EPI, and OAR, but before enforcing control points or the maximum for a pay band.

Column	Source	Description
AG	User Input	Control Point The salary used as a control point for the employee. Control points can be manually entered for each employee, or can be applied by pay schedule and pay band by using the Control Point worksheet.
AH	Calculated	Hit Control Point? A “Yes” indicates the employee has reached the entered control point.
AI	User Input	Allow Over Control Point? If “Yes” is selected, the employee’s salary is allowed to pass over the control point salary. If “No” is selected, the employee’s salary is capped at the control point salary, and any remaining salary increase is rolled over as carryover [bonus]. The carryover amount is displayed in column AT.
AJ	Calculated	Max for Pay Band The maximum base salary for the employee’s pay schedule and pay band.
AK	Calculated	Hit Max for Band? A “Yes” indicates the employee has reached the maximum for the employee’s pay band.
AL	Calculated	Performance Salary Increase (\$) The final performance salary increase after the control point and pay band maximum rules are enforced.
AM	Calculated	EPI (\$) The final EPI salary increase amount after the control point and pay band maximum rules are enforced.
AN	Calculated	OAR (\$) The final OAR salary increase amount after the control point and pay band maximum rules are enforced.
AO	Calculated	Final Base Salary Increase (\$) The sum of the final performance salary increase,

Column	Source	Description
		EPI salary increase, and OAR salary increase.
AP	Calculated	2008 Base Salary The employee's new base salary after adding their final performance salary increase, EPI salary increase, and OAR salary increase to their base salary. The sum of columns X and AO.
AQ	Calculated	New Salary in Relation to Pay Band Max The \$ amount the employee's salary is below the maximum of their pay band. The difference between columns AJ and AP.
AR	User Input	Wildcard 3 Third of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
AS	n/a	Bonus Marks the beginning of the bonus section of the spreadsheet.
AT	Calculated	Carryover (\$) Any funds that were intended to be given as a salary increase, but could not because of a pay cap.
AU	Calculated	Bonus (\$) The performance bonus dollar amount. This amount is the difference between the entire performance payout and the amount of the payout distributed as salary increase.
AV	Calculated	Carryover + Bonus (\$) The sum of Carryover (\$) and Bonus (\$).
AW	Calculated	Bonus Split The split of the performance payout distributed as bonus.
AX	User Input	Pro-Rate Bonus (%) The percentage by which the employee's performance bonus increase is pro-rated.

Column	Source	Description
AY	Calculated	Pro-Rated Bonus (\$) The resulting pro-rated bonus amount. For example, if an employee's performance bonus was \$1,000, and the pro-ration percent was 50%, then the pro-rated bonus would be \$500.
AZ	Calculated	EPI Bonus (\$) The dollar amount of the extraordinary pay increase (EPI) bonus. Employees must have a rating of 5 to be eligible for an EPI.
BA	Calculated	OAR Bonus (\$) The dollar amount of the Organizational/Team Achievement Recognition (OAR) bonus. Employees must have a rating of 3 or greater to be eligible for an OAR.
BB	Calculated	Performance Bonus (\$) The final performance bonus.
BC	Calculated	EPI Bonus (\$) The final EPI bonus.
BD	Calculated	OAR Bonus (\$) The final OAR bonus.
BE	Calculated	Total Bonus (\$) The sum of the final performance bonus, EPI bonus, and OAR bonus.
BF	User Input	Wildcard 4 Fourth of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.
BG	User Input	Wildcard 5 Last of five open columns available for use. The cells in this column are not protected and can be used to hold data or equations.

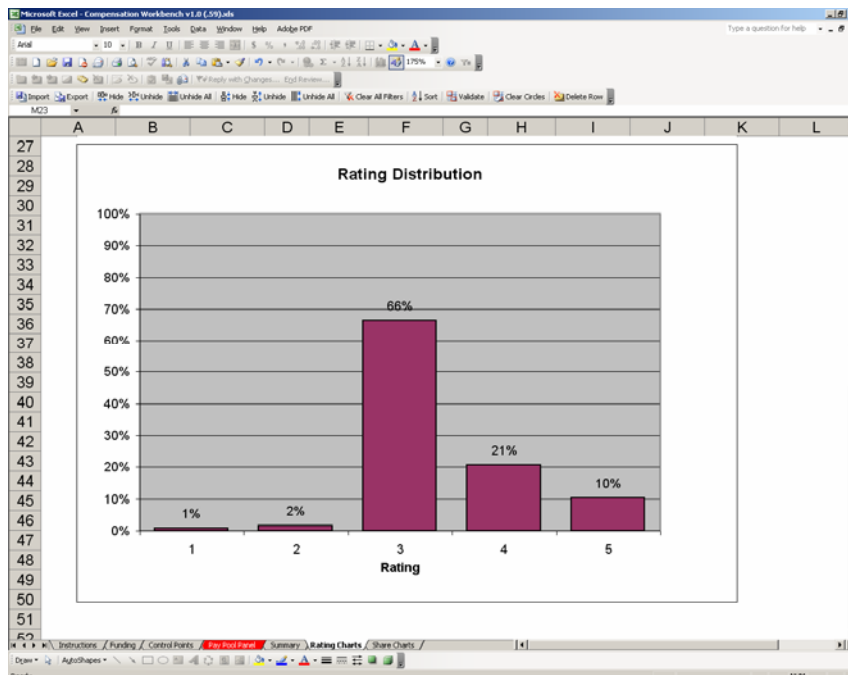
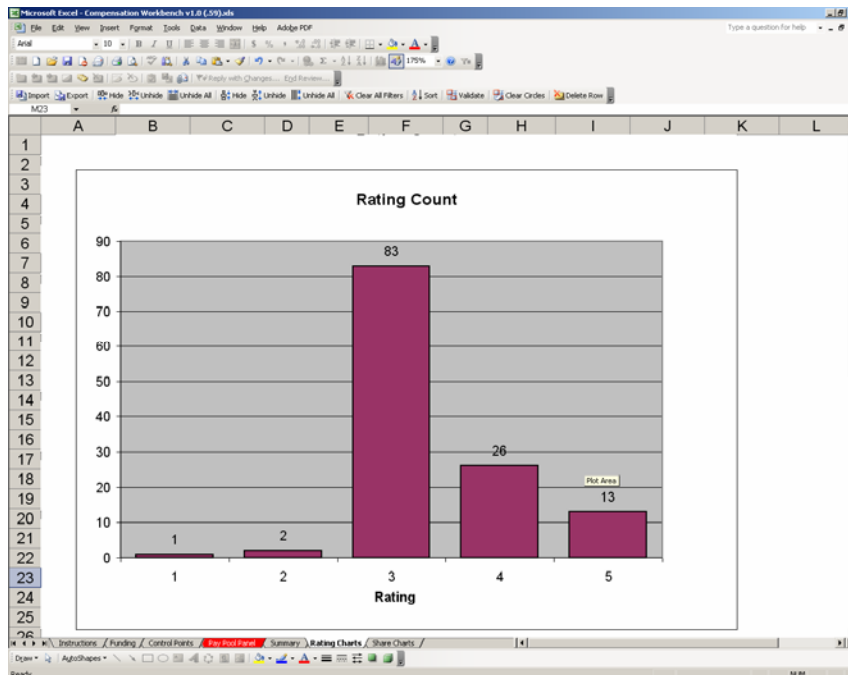
Summary Worksheet

The **Summary** worksheet displays the average rating, average shares, number of employees, number of employees already rated, and number of employees who have been assigned shares for each rating official and sub-pool. If you want to view data for portions of your pay pool, set a filter on the **Pay Pool Panel** worksheet to select the group of employees and then click the Refresh Rater List button.

Pay Pool Summary					
Rating Official	Average Rating	Average Shares	Number of Employees	Employees Rated	Employees Assigned Shares
Agila, Thomas	3.0	1.2	5	5	5
Bacchus, Leonard	3.6	2.4	5	5	5
Bethune, Thomas	3.0	1.2	5	5	5
Bradshaw, Mason	3.0	1.6	5	5	5
Burns, Ian	3.0	1.0	5	5	5
Charity, Eleanor	4.4	4.0	5	5	5
Cooper, George	4.2	3.6	5	5	4
Ferguson, Sarah	4.0	3.2	5	5	5
Hawkins, Al	3.0	1.2	5	5	5
Henderson, Sheila	4.4	3.8	5	5	5
Holloway, Bobbi	4.0	3.0	5	5	5
Jacobsen, Willard	3.0	1.2	5	5	5
Keaton, Larry	5.0	5.0	5	5	5
Kogut, Martin	3.0	1.4	5	5	5
Kozak, Marcus	3.8	2.6	5	5	5
Lewis, Corell	3.0	1.0	5	5	5
Maggelon, Luke	3.0	1.4	5	5	5
Marshall, Heather	3.0	1.0	5	5	5
McLean, James	3.2	1.4	5	5	5
O'Shea, George	3.0	1.2	5	5	5
Rogers, Alison	3.0	1.2	5	5	5
Ross, Tracy	3.0	1.2	5	5	5
Sheer, Barry	3.2	1.6	5	5	5
Waldorf, Henry	2.8	1.6	5	5	3
Wright, Brendan	3.0	1.0	5	5	5
Sub-Panel Manager					
Burns, Ian	4.3	3.6	20	20	20
Ferguson, Sarah	3.3	2.0	20	20	18
Kogut, Martin	3.1	1.4	20	20	20
Marshall, Heather	3.0	1.2	20	20	20
Norris, Luke	3.2	1.6	25	25	25
O'Shea, George	3.5	2.2	20	20	19
Entire Paypool					
	3.4	2.0			

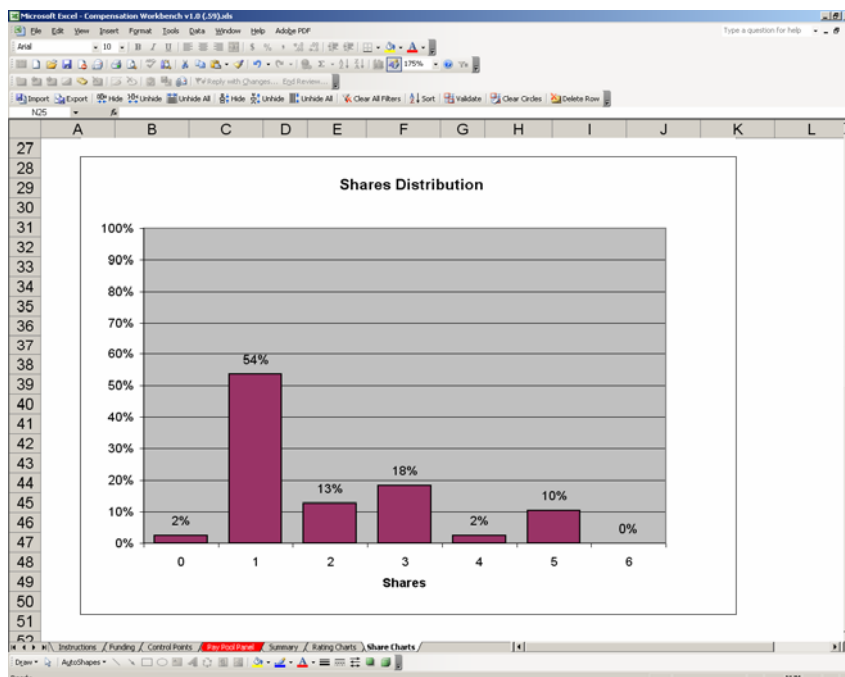
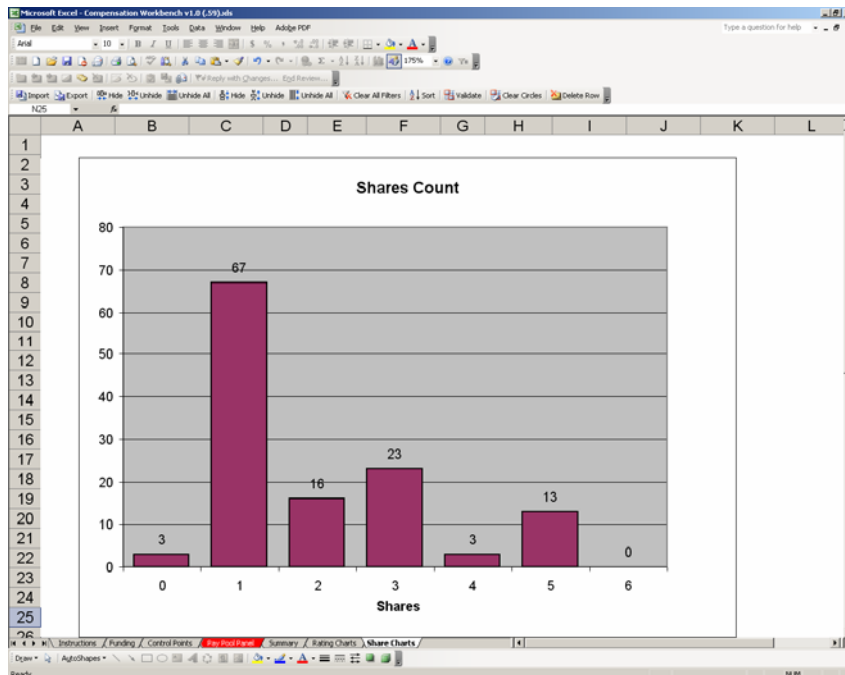
Rating Charts

The rating charts provide a bar chart showing the rating distribution of the pay pool. The top chart shows the count of employees receiving each rating, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.



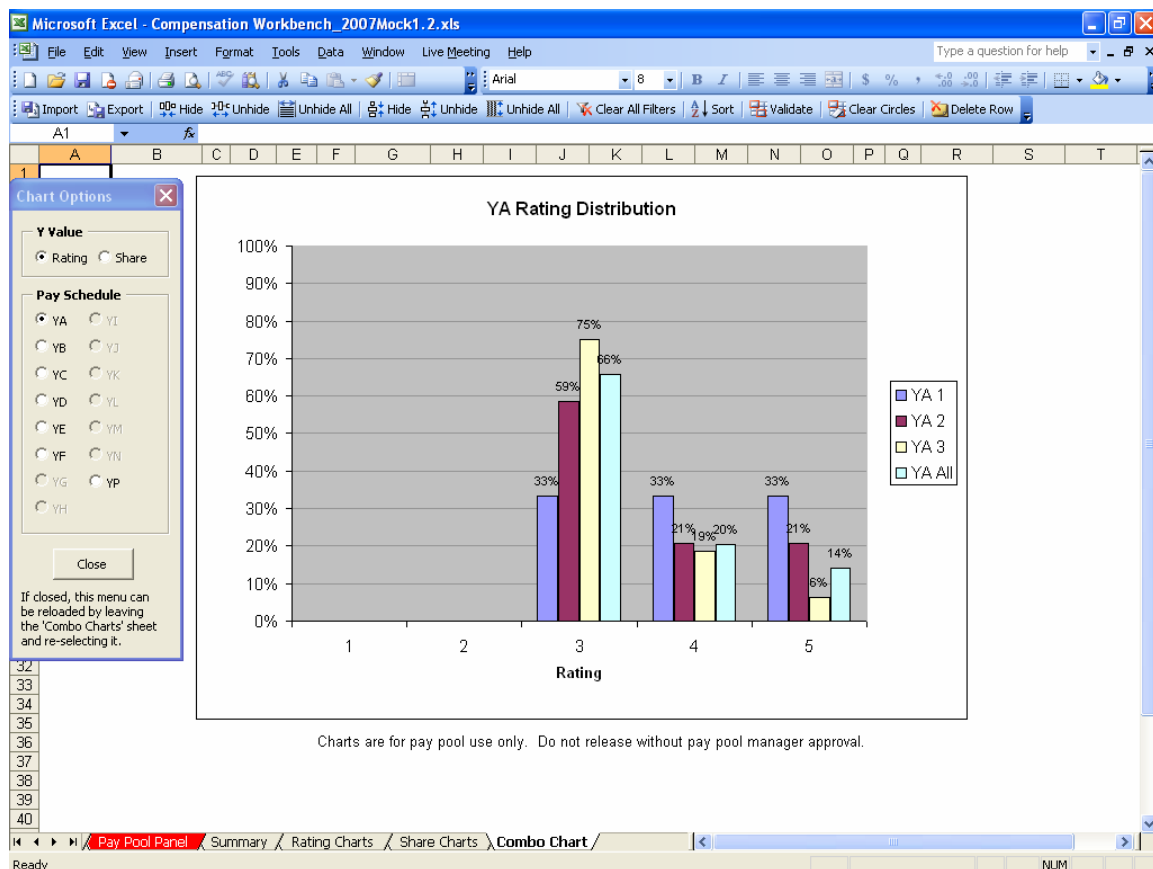
Shares Charts

The rating charts provide a bar chart showing the shares distribution of the pay pool. The top chart shows the count of employees receiving each number of shares, and the bottom chart shows the percentage distribution. Charts are for pay pool use only. Do not release without pay pool manager approval.



Combo Chart

The combo chart provides a bar chart showing the percentage of employees in each pay band that received each rating or share. For example, the below chart shows that 75% of YA-3s received a 3 rating, 19% received a 4, and 6% received a 5. You can select a different pay schedule, and view either rating or share distribution in the chart options menu. Pay schedules that do not exist in your pay pool will be grayed out. Charts are for pay pool use only. Do not release without pay pool manager approval.



Certifying Data

Once your pay pool data has been finalized and you are ready to upload the data into DCPDS, your pay pool manager must first certify that the data is final and correct. By selecting the certify results checkbox on the **Instructions** worksheet, the pay pool manager is certifying that these conditions are true. The spreadsheet also performs a last validation when you certify your data.

The screenshot shows the 'Microsoft Excel - Compensation Workbench v1.0 (.59).xls' window. A 'Certification' dialog box is open in the center, displaying a congratulatory message: 'Congratulations! Your spreadsheet has passed validation. You may now export your data and generate employee notices.' The background spreadsheet shows a 'Pay Pool Fund' summary table and a list of employees with their respective salaries and control points.

Pay Pool Fund		Funds Allocated Based on Share Estimate			Surplus/Deficit	
	%	\$	%	\$		
Base Salary Increase	2.0000%	\$177,328				
Remaining GPI	0.0000%	\$0				
Total Salary Funding	2.0000%	\$177,328	1.9923%	\$176,648	\$680	
Bonus	1.0000%	\$88,864	0.9987%	\$88,547	\$317	
Total Pay Pool Funding	3.0000%	\$266,192	2.9910%	\$265,195	\$997	

Last Name	First Name	Salary Increase (\$)	Salary Increase Split (%)	Max Salary Increase Split (%)	Pro-Rate Salary Increase (%)	Pro-Rate Salary Increase (\$)	EPI Salary (\$)	OAR Salary (\$)	New Base Salary (computed)	Control Point	Hit Control Point?	Allo Cx P.
117	Morris	Edna										
118	Ocala	Glada	\$2,323	66.0%					\$79,225	\$0	No	
119	Smyth	Guy	\$2,323	66.0%					\$79,230	\$0	No	
120	Uster	Ryan	\$1,925	100.0%					\$44,004	\$0	No	
121	Waldorf	Henry	\$3,592	66.0%					\$122,549	\$0	No	
122	Wolf	Doug	\$2,666	66.0%					\$90,929	\$0	No	
123	Wright	Marcus										
124	Yung	Leah	\$1,722	100.0%	100.0%				\$39,355	\$0	No	
125	Avery	Frank	\$3,116	100.0%	100.0%				\$43,980	\$0	No	
126	Brown	Darlene	\$6,662	100.0%	100.0%				\$94,016	\$0	No	
127	Combs	Shawn	\$2,091	100.0%	100.0%				\$29,514	\$0	No	
128	Cooper	Julia	\$5,865	100.0%	100.0%				\$82,769	\$0	No	
129	Cruz	Jose	\$4,232	100.0%	100.0%				\$59,729	\$0	No	
130	Duvall	Erin	\$5,947	100.0%	100.0%				\$83,921	\$0	No	
131	Fain	Collin	\$1,439	22.0%	100.0%				\$87,182	\$0	No	
132	Harris	Freddie	\$1,280	22.0%	100.0%				\$78,194	\$0	No	
133	Hollenbeck	Kevin	\$5,218	100.0%	100.0%				\$73,637	\$0	No	
134	Jensen	Herbert	\$5,334	80.0%	100.0%				\$92,757	\$0	No	
135	Meltzer	Gerard	\$6,251	100.0%	57.88%				\$88,211	\$0	No	
136	Parker	Sarah	\$6,367	100.0%	32.86%				\$89,853	\$0	No	
137	Singleary	Shannon	\$4,881	80.0%	91.43%				\$84,881	\$0	No	

Exporting Data out of the Spreadsheet (Disabled for Mock)

To export the data out of the spreadsheet, select the **Export** button on the custom menu. Save the file onto your computer. The file can now be uploaded to DCPDS. The file name will be in the format “first 10 characters of the pay pool ID” + “date” + “export” (i.e., navy01nsp31DEC2007export.txt).

Microsoft Excel - Ferguson (.56).xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Import Export Hide Unhide Hide All Unhide All Clear All Filters Sort Validate Clear Circles Delete Row Highlight

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Go To:													
2	Fundina													
3	Ratings and Shares													
4	Salary Increase													
5	Bonus													
6														
7	Employees: 125													
8	Total CY06 Base Pay:													
9	\$1,158,795													
10														
11	Last Name	First Name												
12														
13	Brown	Darlene												
14	Cooper	Julia												
15	Hughes	Wayne												
16	Wright	Marcus	23970	apprid 29	ArmySMO555-Ferguson			YB	2	0203	\$60,950	Yes	Yes	Yes
17	Adkins	Shane	24501	apprid 30	ArmySMO555-Ferguson			YB	2	0203	\$33,425		Yes	Yes
18	Simpson	Burton	25032	apprid 31	ArmySMO555-Ferguson			YB	1	0305	\$20,754		Yes	Yes
19	Williams	Ronald	25563	apprid 32	ArmySMO555-Ferguson			YB	1	0305	\$22,963		Yes	Yes
20	Parsons	Ray	26094	apprid 33	ArmySMO555-Ferguson			YB	1	0305	\$29,278		Yes	Yes
21	Burns	Jacob	26625	apprid 34	ArmySMO555-Ferguson			YB	1	0305	\$22,519		Yes	Yes
22	Hewitt	Sally	27156	apprid 35	ArmySMO555-Ferguson			YB	1	0305	\$26,295		Yes	Yes
23	Giovanni	Marie	27687	apprid 36	ArmySMO555-Ferguson			YA	3	0201	\$101,130		Yes	Yes
24	Nash	Jessica	28218	apprid 37	ArmySMO555-Ferguson			YA	3	0201	\$97,607		Yes	Yes
25	Burroughs	Janice	28749	apprid 38	ArmySMO555-Ferguson			YA	2	0201	\$62,935		Yes	Yes
26	Kidd	Jason	29280	apprid 39	ArmySMO555-Ferguson			YB	2	0203	\$41,643		Yes	Yes
27	Keeling	Melanie	29811	apprid 40	ArmySMO555-Ferguson			YB	2	0203	\$34,489		Yes	Yes
28	Bloom	Shelton	30342	apprid 41	ArmySMO555-Ferguson			YA	3	0201	\$101,130		Yes	Yes
29	Singletary	Shannon	30873	apprid 42	ArmySMO555-Ferguson			YA	2	0201	\$80,000		Yes	Yes

Instructions / Funding / Control Points / **Pay Pool Panel** / Summary / Rating Charts / S

start I... D... C... F... F... R... F... Type to search 9:49 AM

Generating Employee Notices (Disabled for Mock)

An addendum to the DD2906 form can be printed from the **Instructions Worksheet** (step 8). Before generating the forms, you can use the filters on the **Pay Pool Panel Worksheet** to select the set of employees for whom you want forms. You can also use the sort button to place the employees in the order you want the forms generated. Forms are generated in batches of 40.

The screenshot displays a Microsoft Excel window titled 'Microsoft Excel - Ferguson (.56).xls'. The 'Pay Pool Panel' worksheet is active, showing a list of employees with columns for Last Name, First Name, and various status indicators. A 'Save As' dialog box is open, showing the file name 'Form_2906addendum_1' and the save type 'Excel Files (*.xls)'. The dialog box also shows the file location 'Train2' and a list of recent files.

Last Name	First Name	Rated?	Include Salary in Pay Pool?	Payout Eligible?
Brown	Darlene	Yes	Yes	Yes
Cooper	Julia	Yes	Yes	Yes
Hughes	Wayne	Yes	Yes	Yes
Wright	Marcus	Yes	Yes	Yes
Adkins	Shane	Yes	Yes	Yes
Simpson	Burton	Yes	Yes	Yes
Williams	Ronald	Yes	Yes	Yes
Parsons	Ray	Yes	Yes	Yes
Burns	Jacob	Yes	Yes	Yes
Hewitt	Sally	Yes	Yes	Yes
Giovanni	Marie	Yes	Yes	Yes
Nash	Jessica	Yes	Yes	Yes
Burroughs	Janice	Yes	Yes	Yes
Kidd	Jason	Yes	Yes	Yes
Keeling	Melanie	Yes	Yes	Yes
Bloom	Shelton	Yes	Yes	Yes
Singleton	Shannon	Yes	Yes	Yes

Microsoft Excel - Form_1.xls

File Edit View Insert Format Tools Data Window Live Meeting Help

Type a question for help

20

Appraisal Forms for

1	Gerard Meltzer
2	Freddie Harris
3	Sarah Parker
4	Collin Fain
5	Shawn Combs
6	Kevin Hollenbeck
7	Herbert Jensen
8	Ryan Uster
9	Martha Lazoro
10	Bill Enright
11	Edna Morris
12	Josiah Arie
13	Martin DiFranco
14	Bartholomew Coles
15	Carla Crewe
16	Guy Smyth
17	Owen Coates
18	Doug Wolf
19	Calek Gibrar
20	Todd Morris

Print Evaluation Forms

Would you like to print the Employee Notices at this time?

Yes No

Contents \ Todd Morris \ Calek Gibrar \ Doug Wolf \ Owen Coates \ Guy Smyth \ Carla G

Processing 20

Microsoft Excel - Form_2906addendum_1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

10

Employee Notice of Pay Pool Decisions
(Addendum to DD 2906)

Employee Name: Shannon Singletary

Pay Pool ID Number: ArmySMO555-Ferguson

Performance Cycle End Date: 10/31/2006

Number of Shares Awarded: 5

Final Share Value (%): 1.1290%

Total Value of Awarded Shares: \$4,516

Share Distribution

Base Salary Increase (\$):	\$3,161
Bonus (\$):	\$1,355

Contents \ Jewell Farmer \ Mark Peake \ Paul White \ Shannon Singletary \ Shelton Blo

Ready

start

Type to search

10:18 AM

Relationship with Other Applications and Tools

Relationship with the Performance Appraisal Application (PAA)

Organizations will use two applications to complete the NSPS performance appraisal and payout distribution process. The first is an online tool called the Performance Appraisal Application (PAA), which is accessed via DCPDS Self Service. It is used by employees and supervisors to create and maintain their performance plans, and used by supervisors (rating officials) to enter performance ratings. All NSPS employees should have performance plans in place in the PAA so that rating officials can enter job objective ratings and a recommended rating of record can be calculated properly. Use of the PAA is optional for the mock pay pool process. Employees will not be able to see the rating official's assessment or recommended ratings at any time. Any ratings entered for purposes of the mock in the PAA will be automatically purged on August 15, 2007.

Relationship with the Manage Pay Pool ID (MPPID) Application

Since pay pool data will be extracted from and uploaded to DCPDS based on MPPID, it is required that your pay pool hierarchy, including sub-pay pools, be created and current using the Manage Pay Pool ID application. The MPPID application is currently available via self-service for pay pool administrators. The MPPID User Guide is available on the NSPS Readiness Tool.

Relationship with the Share Estimation Tool (SET)

The data file downloaded from DCPDS can also be used to populate the SET. The SET is available on the NSPS Readiness Tool.